

## DRAFT CBD ANNOUNCEMENT

SUBJECT: HOTEL LODGING AND CONFERENCE ROOMS

SOL L/OIG 002

DUE AUGUST 1, 2000

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DESC: This is a combined synopsis/solicitation for commercial items prepared in accordance with the format in Subpart 12.6, as supplemented with additional information included in this notice. This announcement constitutes the only solicitation; proposals are being requested and a written solicitation will not be issued. This solicitation, RFP-OIG 002, is issued as a request for proposals. Fixed price contract for hotel lodging, catering and conference rooms for the U.S. Department of Labor, Office of Investigations, Washington, D.C., for a ten (10) day period, July and/or early August 2001. Hotels will be considered in the following cities and specified areas in Florida: Orlando (International Drive and Lake Buena Vista), Tampa (downtown), and Clearwater Beach. Airport properties will not be considered. Requirements include: Sleeping rooms at the government per diem: 1) Week 1 - 60 to 100 rooms per night from Tuesday through Saturday, and 2) Week 2 - 80 to 100 additional rooms per night Sunday through Thursday; Food and beverage service: 1) morning and afternoon breaks, 2) 2 buffet lunches for 180 to 200 people, 3) 1 dinner for 180 to 200 people, and, 4) must be able to provide kosher meals, if needed; Conference rooms: 1) Week 1 , 4 breakouts to accommodate 25-60 people classroom style Wednesday through Friday, 2) Week 2, General session for 200 classroom style on Monday and Friday and up to 10 breakouts to accommodate 25-60 people classroom style Tuesday through Thursday (room setup is subject to change), 3) 2 boardrooms or smaller meeting rooms for both weeks, and 4) at least one breakout must be equipped with electrical outlets and 10 data lines with RJ11 connector, 5) Audio-Visual Services and 6) Business Center. In order to be considered for the award, hotels must be able to provide at one location/facility all sleeping rooms, food and beverages and conference rooms for the group. The provision at 52.212-1, Instructions to Offerors-applies to this acquisition. Provisions in the FAR 52.212-2, Evaluation- Commercial Items, will be applicable. To be eligible for award of this contract, the hotel must be compliant with the Hotel and Motel Fire Safety Act of 1990, 15 USC 2201 (Public Law 101-391) and be compliant with the Americans with Disabilities Act, 42 USC Section

12101. Other considerations: transportation to a major airport and diversified, adequate and reasonable food service must be available on-site and within walking distance. In addition to the above, submit a wage hour determination with your proposal package. Wage Hour information and responses to questions posed will be available at the following web site <http://www.oig.dol.gov/public/rfps/main.htm>. Cost proposals should not be included with the Technical proposals. The Government will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous "Best Value" to the Government, price and other factors considered. Evaluation will be based on the following factors: 1) Price, 2) lodging requirements described in this announcement, 3) conference rooms described in this announcement, 4) food service described in this announcement, 5) transportation to restaurants in walking distance, 6) business center support, 7) audio visual services, and 8) past performance. Any factors that contribute to the effectiveness of the training session will be given consideration. Offerors should provide references to be used for evaluating your past performance, a list of three (3) agencies/companies (please include the address, telephone number and contact person) for which you have provided similar services within the past three (3) years. Offerors are to include with their offer a completed copy of the provisions at FAR 52.212-3, Offeror Representations and Certifications–Commercial Items. FAR 52.212-4, Contract Terms and Conditions–Commercial Items, applies to this acquisition. The following FAR clauses are applicable: 52.212-5(a) (1) and (2), 52.212-5(b), 52-212-5(c), 52.212-5(d) (1) (2) (3) and 52.212-5(e) (1) (2) (3). The FAR INTERNET address is <http://www.arnet.gov/far/>. Proposals responding to RFP-OIG 002 are due to the U.S. Department of Labor, Office of Inspector General, Attn: Cheryl Wells, 200 Constitution Avenue, NW, Room S-5502, Washington, D.C. 20210, by 3:00pm on August 1, 2000 E.S.T. You can email questions pertaining to this announcement to Ms. Wells on [cwells@oig.dol.gov](mailto:cwells@oig.dol.gov) by noon July 17,2000 E.S.T. All hotels may submit a proposal which will be considered. Proposals from Meeting/Conference Management Services will not be considered.